



THE GLOUCESTER PUBLIC SCHOOLS

**2 BLACKBURN DRIVE
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**2nd Revised
PERSONNEL SUB-COMMITTEE MEETING**

Tuesday, January 22, 2019
5:00 pm
District Office Conference Room
2 Blackburn Drive, Gloucester, MA 01930

AGENDA

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS/DISCUSSION

- A. **Minimum Wage**
- B. **Staff Absence Report**
- C. **Consideration of an Increase in a Personnel Salary Request**
- D. **Assistant Principal Salary Range**
- E. **Discussion items that were not reasonably anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 18-25**

III. ACTION

IV. ADJOURNMENT

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**Attachments*

Staff Attendance

Below is a report summary that reflect the number of days absent by day of the week for Teachers during the 17-18 school year.

Summary Table

	Monday	Tuesday	Wednesday	Thursday	Friday	Total	Teachers
Beeman	34	32	40	39	54	199	29
EGS	19	25	28	22	26	120	16
GHS	96	114	97	91	119	517	77
OM	69	56	54	49	79	307	52
PC	11	21	12	18	19	81	15
Vets	28	13	21	17	23	102	24
WP	23	31	19	28	26	127	26

There are 37 teachers that have greater than 10 days absence during the 2017-18 school year. Excluding the 37 teachers from the table shows that the average absence per teacher is between 3.38 and 4.84 days. This seems reasonable.

	<u>Beeman</u>	<u>EGS</u>	<u>GHS</u>	<u>OM</u>	<u>PC</u>	<u>Vets</u>	<u>WP</u>
Absences per Teacher	6.86	7.5	6.71	5.9	5.4	4.25	4.88
# of Teacher > 10 days absent	5	3	16	9	2	0	2
Absences per Teacher excluding high absent (>10) teachers	3.5	4.84	4.29	4.39	3.38	4.25	4.25

ARTICLE SEVENTEEN

SICK LEAVE

Section A

1. Teachers without professional teacher status will be entitled to ten (10) sick leave days accrued one (1) day per month.
2. Teachers with professional teacher status will be entitled to seventeen (17) sick leave days per year, accrued at a rate of two (2) days per month.
3. In the case of a teacher who cannot report for duty on the first official day of school, sick leave days for that year will not become effective until the teacher actually starts duty.
4. A teacher whose employment is terminated during the school year or who commences employment during the course of the school year shall accrue sick days in the same manner as prescribed above. Any part of the sick leave allowance not used in any school year shall stand as credit to the teacher's account. Cumulative sick days shall become a part of cumulative days allowable up to the maximum of 165 days.

Section B

In addition to personal illness or injury, sick leave as referred to in Section A may be utilized for the following purposes:

1. One sick leave day may be utilized for emergency illness or injury to a second party that requires a teacher to make arrangements for necessary care.
2. Additional days required for care or arrangement of care for a second party may be granted at the discretion of the Superintendent.
3. Teachers may use five (5) days of their accumulated sick leave on an annual basis to care for an ill or injured member of the teacher's immediate family or a member of their household.

Section C

The Superintendent may demand proof under any section of this article.

Section D

1. Sick Leave Bank Committee - The sick leave bank shall be administered by a Sick Leave Bank Committee, hereafter called the SLBC, composed of two (2) members designated by the Association and two (2) members designated by the Committee. The SLBC shall determine the eligibility of employees requesting days from the bank and the amount, if any, of days to be granted. The decision of the SLBC with respect to eligibility and entitlement shall be final and binding and shall not be subject to the grievance and arbitration provisions of the contract.

2. Days - Each member of the bargaining association shall contribute one (1) day of his/her personal accumulation. Whenever the sick leave bank is exhausted it shall be renewed by the contribution of one (1) additional day by each member of the bargaining association. Unused days shall be carried over from year to year. Professional status teachers who have accumulated more than the maximum number of sick leave days will be eligible to donate up to fifteen (15) of their sick days to the sick bank on an annual basis.
3. Eligibility
 - a. A written application for sick leave days must be submitted to the SLBC by the teacher or his/her authorized representative if the teacher is unable to complete the written application
 - b. The teacher must have exhausted his/her annual and accumulated sick leave.
 - c. The teacher requesting sick leave bank days must be a member of the bargaining association.
 - d. Sick leave bank days may be granted for long-term illness or injury only.
 - e. Medical evidence (outset and continuing) must be submitted to the SLBC if requested by the SLBC.
 - f. Initial grant up to fifteen (15) days. An extension may be granted but each extension may not exceed fifteen (15) days.
 - g. In determining eligibility, the SLBC shall take into account the teacher's past utilization of sick leave and sick leave bank days and such other factors that may be relevant.
 - h. The teacher (or authorized representative if the teacher is unable) must indicate, in his/her written request to the SLBC, his/her intent to return to work.
 - i. No more than one hundred eighty (180) days may be granted in any given school year.

Section E

If the building principal or the central administration believes that there is a violation of this section demonstrated by a pattern of absenteeism; i.e.,

- Monday/Friday
- Vast majority of days used each year
- Pattern of using sick leave days to extend vacation/holiday time
- Consecutive day off/repeat multiple days off
- They should report the alleged violation to the Superintendent.

The Superintendent, or his/her designee, shall be responsible for investigating possible violations. The Superintendent shall contact the Association President to notify him/her of any

possible violations. In the event that there is a determination that there is a problem, then they shall attempt to facilitate a solution.

If the Superintendent determines that there is a violation, the teacher will be informed and the provisions of Article Twenty-Seven Sec. B shall be applicable.

Central Office Salary Alpha by District Mult dists grouped by Supt.	Asst or Deputy FY2018	Assistant Superintendent or Director*							Other Admin FY2018		
		Curric Instruc	Student Servic	Pupil Personl	Special Education	HR or Personl	Finan Business	Tech- nology			
Amesbury		119,388			116,725		121,463				
Beverly	137,281			Interim -->	115,999	94,860	114,049				
Essex No. Shore Agr./Tech HS		114,199	Dir. of Programs			137,039	139,576		248,699	Career Ed, 2 positions	
Gloucester	130,000			117,536		67,626	128,833	96,696	Dir. IT Systems		
Malden		145,000	140,000				134,000				
Melrose	126,945	132,068					134,634				
North Reading	136,482			114,837			130,133				
Reading	135,267		130,000			64,821	118,000	111,868	Network Mgr.		
Revere		152,000				148,000	137,000				
Salem		164,697	Asst. Supt.	164,697	Asst. Supt. PP	93,730	119,480		107,120	Chief of System Strategy	
Saugus		117,000				123,000	137,000				
Wakefield		137,350			122,000	Dir. Sped/Studen	127,551				
Woburn		144,955			127,341		166,153				
District Analysis and Review Tools (DART) Comparisons											
Central Office Salary Alpha by District Mult dists grouped by Supt.	Asst or Deputy FY2018	Assistant Superintendent or Director*							Other Admin FY2018		
		Curric Instruc	Student Servic	Pupil Personl	Special Education	HR or Personl	Finan Business	Tech- nology			
Clinton							98,000				
Dennis-Yarmouth	2 positions -->	217,484	125,000			72,100	133,000				
Framingham	149,000	160,000				132,000	185,000				
Gardner	120,000										
Gloucester	130,000			117,536		67,626	128,833	96,696			
Northampton		92,475	100,000				114,627		92,450	Dir. Health	
Somerville		165,000	136,000			92,700	138,000		128,305	Dir. ELL Programs	
Westfield		109,000			108,000	108,000	125,000				